# Self Service "My Biz" Module I, Chapter 2 Accessing My Information

## Introduction

The Self Service Employee "My Biz" provides employees the ability to log into DCPDS and view their employment-related information. The following pages provide a brief overview of the new functionality.

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### **View My Information**

My Biz
The My Information function will allow employees to view their employee related information.

#### **General Information**

Displays a summary of the employee's current position information. This information is viewable from any tab selected.

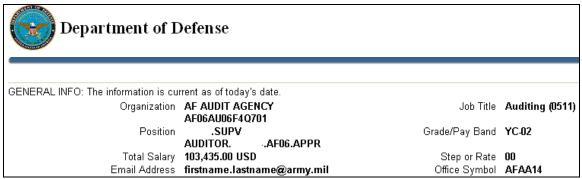


Figure 1

#### **Show/Hide Information**



Figure 2

A "Show" folder will be displayed when there is additional information available for display. Click the "+" sign to open the folder and view the additional data elements.

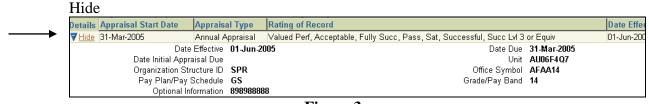


Figure 3

Once you finish viewing the information, click the "-" sign to close the folder.

**Information Tabs** - The following is a list of the Tabs and information available under each.

**Appointment Tab** contains current appointment information.

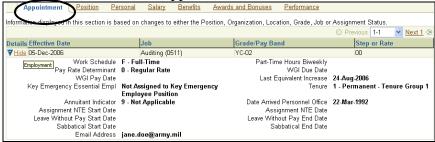


Figure 4

**Position Tab** contains the employee's position information.

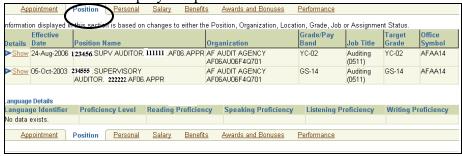


Figure 5

**Personal Tab** contains employee specific information.

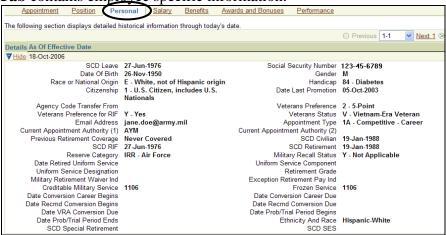


Figure 6

Salary Tab contains the employee's pay related information.



Figure 7

**Benefits Tab** contains the employee's benefits related information.



Figure 8

**Awards and Bonuses Tab** displays the employee's award or bonus information.



Figure 9

## **Performance Tab** displays the employee's performance appraisal information.



Figure 10